

SECTION 32.16: BUILDING PERMITS

- A. Permit Required: No excavation shall be commenced, no building erected, altered or moved, no wall or fence erected exceeding \$100 in cost or no sign erected except temporary signs and those exempted by Sections 32.12:E. and 32.12:H. until a building permit has been issued by the Building Inspector upon application of the owner of the premises or his authorized agent.
- B. Information Required: Such application shall be accompanied by the name and address of applicant, accurate plot plans in duplicate drawn to scale showing the actual shape and dimensions of the lot to be built on or used, the legal description of the lot of existing buildings and accessory structures, the lines within which the proposed building shall be erected or altered, the number of dwelling units, if any, that the building is designed to accommodate, parking areas and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this chapter. One copy of such plot plans shall be returned to the owner or his agent when such plans have been approved.
- C. Compliance With Zoning Ordinance: The Building Inspector shall determine whether the proposed use is permitted in the district in which the lot is located and whether the proposed structure conforms to the requirements of this chapter as to height, lot area and width, percentage of open space, front, side and rear yard depth, required parking and such other requirements as may be set forth in this chapter in regard to the particular use or district in which such use is located.
- D. Special Use Permits: If the proposed use or building is one that requires a Special Use Permit under the terms of this chapter, application for the same shall accompany application for the building permit, and granting of the building permit shall be contingent upon granting of the Special Use Permit by the City Council or the Board of Adjustment.
- E. Issuance: If the proposed structure of use conforms to the requirements of this chapter or if a variance or Special Use Permit is granted exempting it from such requirements, the Building Inspector shall issue a permit subject to such requirements of the building code as may be applicable.
- F. Compliance With Building Permit: Building permits issued by the Building Inspector authorize only the use, arrangement and construction set forth in such approved plans and no other use, arrangement or construction. Use, arrangement or construction at variance with that authorized shall be deemed a violation of this ordinance.

- G. Expiration of Building Permit: If the work described in any building permit has not begun within 90 days from the date of issuance thereof, said permit shall expire; it shall be cancelled by the Building Inspector and written notice thereof shall be given to the persons affected.

If the work described in any building permit has not been substantially completed within two years of the date of issuance thereof, said permit shall expire and be cancelled by the Building Inspector and written notice thereof shall be given to the persons affected, together with notice that further work as described in the cancelled permit shall not proceed unless and until a new building permit has been obtained. An extension of a building permit of up to three months may be granted by the Building Inspector in those cases where he determines that the work covered by a permit has been regularly and diligently performed since issuance of the permit but because of the size and complexity of the job requires additional construction time to complete such work.